



To: Superintendents and Principals

From: Office of Educator Licensing

Date: April 17, 2020

Re: Licensing Updates and Governor's Executive Orders

The Office of Educator Licensing is very aware of the concerns licensure candidates and teachers have with the unavailability of CORE tests due to test center closures and the cancellations of in-person CPR trainings, and we know these concerns add more uncertainty and frustration to these uniquely uncertain times. IDOE leadership worked with the Governor's office to identify licensure flexibilities to address cancellations and closures impacting applicants. Here is the most recent guidance available on licensing topics:

Per Governor Holcomb's Executive Order 20-16, issued April 2, 2020, holders of Emergency Permits for 2019-20 who renew their Emergency Permits for the 2020-21 school year, will have their renewal requirements—coursework and/or testing—waived for the 2020-21 renewal. No documentation of progress in pursuit of completion of an approved program of coursework and/or testing will be required. The renewal application must be approved by the school employer and CPR training, including hands-on skill practice on a mannequin, is required to be completed by September 1, 2020.

Also per Governor Holcomb's Executive Order 20-16, a license or permit with an expiration date from March 1, 2020 to August 31, 2020, is considered valid until September 1, 2020. This includes licenses of employed educators that expired during the 2019-20 school year but prior to March 1 that are considered valid through the duration of the school year under the State Board of Education rule 511 IAC 16-1-1(e). License and permit holders impacted by Executive Order 20-16 whose first day of school for 2020-21 in the school where they are employed is on or before September 1, 2020, also fall under the State Board of Education rule that provides their license is considered valid through the duration of the school year. For licenses being renewed, CPR training, including hands-on skill practice on a mannequin, must be complete by September 1, 2020. Applicants for license renewal should not submit and pay for their applications until all requirements are completed, including CPR.

On April 9, 2020, Governor Holcomb issued Executive Order 20-20, which provides a temporary suspension of the CPR requirement in IC 20-28-5-3(c) for obtaining an initial license or permit. Applicants may obtain an initial license or permit without completing CPR; however, new licensees and permittees are still required to complete the CPR requirement, including hands-on skill practice on a mannequin, by **September 30, 2020**.



**Dr. Jennifer McCormick**  
Superintendent of Public Instruction

DEPARTMENT OF EDUCATION

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When in-person CPR training resumes there will be time for renewal applicants and new licensees/permittees to get their CPR certification completed before the dates specified in the Governor's Executive Orders. In the meantime, there are some approved CPR providers that offer a blended program with part of the training offered online followed by participation in an in-person skill practice component. Applicants can go ahead and complete the online portion of training so that they will be ready to schedule the skill practice component when in-person trainings resume.

At this time the closure of CORE test centers is scheduled until April 30. When testing sites reopen on or about May 1, candidates can resume taking their required tests. New graduates or program completers who have a bachelor's degree and are unable to complete their testing requirements for licensure due to COVID-19 related closures or other complications may be issued an Emergency Permit for the 2020-21 school year if hired by a school employer willing to approve an Emergency Permit application. The permit holder will have the school year to complete testing requirements for full licensure.

As more information and updates are available we will post that new information here. Please, wash your hands frequently, follow social distancing guidelines, check on your family, friends and neighbors, and stay safe during this time of unprecedented challenges. If you have questions, please email [licensinghelp@doe.in.gov](mailto:licensinghelp@doe.in.gov) or call the Educator Licensing helpdesk at 317-232-9010.